

FACILITIES RENTAL AGREEMENT

Review this Agreement thoroughly before signing it.

This agreement defines the terms and conditions under which Victoria Sports, (hereinafter referred to as Victoria), and _____ (hereafter referred to as the Renter) agree to the Renter's use of the Victoria Sports facilities on _____ (reception/event date). This constitutes the entire agreement between the parties and becomes binding upon the signature of both parties. The contract may not be amended or changed unless executed in writing and signed by Victoria Sports and the Renter.

EVENT DATE

Hours of Rental: _____ to _____ (including set-up & clean-up)

Hours of Event: _____ to _____

RENTER

Name: _____

Address: _____

Work Phone: Home Phone: _____

Cell Phone: Email: _____

If Renter is an entity, provide name of contact person: _____

EVENT COORDINATOR (IF APPLICABLE)

Name: _____

Address: _____

Work Phone: Home Phone: _____

Cell Phone: Email: _____

EVENT

Description of Event: _____

Number of Attendees: Is the Event Public or Private _____

SECURITY

Will security or police officers be required for the event? Yes ___ No ___

EVENT ACTIVITIES

The following activities (such as catering, music, etc.) will be taking place during this event: (filled in by renter)

ALCOHOL (NO SALES OF ALCOHOL PERMITTED)

Will any alcohol be served? Yes ___ No ___

If yes, all alcoholic beverages must be handled by a Victoria Sports Lounge, LLC.

Outside Catering? Yes ___ No ___

It is the renter's responsibility to arrange all catering details directly with the caterer, and to provide the Victoria with a certificate of insurance and an invoice from the caterer at least 15 days before the event is scheduled to occur.

OVERAGE FEES.

A \$30.00 fee will apply for every 15 minutes the event extends past the event end time (To avoid additional charges we recommend that you allow 45 minutes for breakdown time.)

Subject to the express prior approval and at the Owner's sole discretion, use of the venue beyond the event end time hereinabove may be granted at the rate of \$125.00 per hour. Each additional hour is billed as a whole hour regardless of actual minutes used.

STORAGE FEES.

Storage for the night prior to the event will be \$50.00. Unless prior arrangements are made.

CLEANING & REPAIR FEES.

Additional charges may be made for actual or estimated repair or cleaning costs to restore venue, grounds, equipment, or other property to the same condition prior to Renter(s) use of the venue and Owner's property.

DATE CHANGES AND CANCELLATION POLICY**CHANGES:**

In the unlikely event the Renter is required to change the date of the event, every effort will be made by Victoria to transfer reservations to support the new date. The Renter agrees that in the event of a date change, any expenses including but not limited to deposits and fees that are non-refundable and non-transferable are the sole responsibility of Renter. The Renter further understands that last minute changes can impact the quality of the event and that Victoria is not responsible for these compromises in quality.

CANCELLATION:

Deposit is non-refundable. No refunds of the space rental fees thereafter will be refunded if canceled 30 days prior to an event, as your agreement to rent Victoria may cause the loss of additional bookings or business.

DEPOSIT/RENTAL FEES:

A signed contract and date-hold deposit of ½ of the total event price must be received to reserve your date(s) and time(s). This is nonrefundable unless Victoria is forced to cancel, and the full deposit will be refunded. The Balance of your space rental fee is due thirty (30) days prior to your event. No terms are implied or granted, and no work will be allowed to commence until full payment is received.

INSURANCE:

Special Event Liability Insurance is required of ALL clients and is due no later than ten (10) days prior to your event. The insurance must be supplied, at client's sole expense, provide and maintain public liability and personal property damage insurance, insuring Victoria and Victoria employees, contractors and contracted vendors against all bodily injury, property damage, personal injury and other loss arising out of clients use and occupancy of the premises, or any other occupant on the premises, including appurtenances to the premises and sidewalks. The insurance required hereunder shall have a single limit liability of no less than \$1 Million, and general aggregate liability of not less than \$2 Million. Victoria shall be named as an additional insured of said policy.

Any caterers and/or outside vendors, companies, and/or institutions MUST provide a copy of their Certificate and Catering License to Victoria at least one month prior to the event.

SMOKE-FREE FACILITY:

Victoria is a smoke-free facility. No smoking in any restroom. If smoking materials are discarded in planters, sidewalks or grounds, an extra cleanup charge will be imposed. Any guests violating the smoking restrictions will be asked to leave the premises by the event staff.

LOST AND FOUND:

Victoria takes no responsibility for personal effects and possession left on premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 30 days. Every attempt will be made to return any recovered item to its rightful owner.

CANDLES:

The use of any type of flame is prohibited in all buildings and throughout the site. The new "flameless candles" which are battery operated are permitted for use.

CHILDREN:

There have been times we have had guests at the complex whose children were not properly supervised. Children under the age of 18 are your complete responsibility.

CONTACT PERSON:

You must designate one individual as your Contact Person. This must not be someone heavily involved in the activities of the day, as they will be too busy to effectively communicate with our on-site coordinator should problems/concerns/questions. (When questions arise, **do not** designate any member of your bridal party, photographer, caterer, florist, or musician as your liaison).

COURTESY PROTOCOL:

The Victoria reserves the right to request any person or group of people acting unruly and contrary to rental regulations to leave the premises. Assistance from law enforcement agencies may be required if this request is not met immediately.

DELIVERIES / DELIVERY TRUCKS:

Please coordinate limits with us. We will need to know the delivery dates and times of any rentals, so we can meet them and show them where to drop their rentals.

ELECTRICAL OUTLETS:

All electrical outlets on the property are available for use at an event. The vendors are welcome to inspect the locations and numbers of outlets prior to booking.

DECORATIONS:

Only push-pins and drafting tape may be used to affix decorations and/or signs. Any other decorations, signage, electrical configurations, or construction must be pre-approved by Victoria. Decorations may not be hung from light fixtures. All decorations must be removed without leaving damages directly following the departure of the last guest unless special arrangements have been made between the Renter(s) and the venue.

Note – The only adhesive material allowed on the walls is drafting tape which will not damage surfaces. No masking tape, duct tape, electrical tape, transparent tape, or double stick tape is allowed. All other decoration must be freestanding. Nails and staples are not permitted at any location.

Note – The use of rice, confetti, flower petals, balloons, glitter fog machines, pyrotechnics, sparklers and blowing bubbles are not permitted inside or outside the facilities.

ALL DECORATIONS MUST BE APPROVED BY VICTORIA.

GARBAGE DISPOSAL:

Trash disposal, other than the garbage disposal of items generated by the caterer, is your responsibility. Immediately following the event, please have your **Clean-up Committee** take a few minutes to walk all the areas of the building and property that have been utilized for the event and pick-up any refuse that may have been dropped or blown around. This trash may be placed into the Victoria dumpsters.

MUSIC AND ENTERTAINMENT:

Due to the proximity of the Victoria to the local neighborhood, sound considerations are a concern. Although music (both live and recorded) is permitted, the music must be contained at an acceptable sound level so as not to disturb the local surrounding area. The Victoria event coordinator will help to establish acceptable sound levels. Any complaints from neighbors or other parties may require the levels to be reduced further. Victoria reserves the right to require Renter(s) to cease the music it deems inappropriate, in its sole discretion. Victoria also reserves the right to require the Renter(s) to lower the sound level or cease playing music, in its sole discretion.

PETS:

Sorry, absolutely no pets allowed. However, a family pet involved in an event will be considered.

SECURITY:

Security personnel must be present for all events where Alcohol is served (such as wedding receptions, fundraisers, wine tastings, corporate parties, or receptions).

INDEMNIFICATION

Renter hereby agrees to assume all risks for loss, damage, liability, injury, cost, or expense that may arise during or be caused in any way, in whole or in part, by Renter's use or occupancy of the Victoria facilities rented herein and surrounding property.

Furthermore, Renter hereby agrees, at Renter's sole expense, to indemnify, defend and hold Victoria and/or its officers, employees, and volunteers free and harmless from any loss, claim, liability, damage, cost (including reasonable attorney's fees), and /or injury to persons and property that in any way may be caused in whole or in part, by or occur during Renter's use or occupancy of said properties and/or facilities.

POLICY AND GUIDELINES AGREEMENT

I have read and understand the policies concerning events held at the Victoria. I agree to uphold them and ensure that contractors and members of the event party, will abide by the policies. I understand it is my responsibility to inform the coordinator, florist, photographers, etc., that they must also conform to this set of guidelines.

Renter:

Signature: _____ Date: _____

Victoria:

By (Name): Title:

Signature: _____ Date: _____

CREDIT CARD AUTHORIZATION

By signing this form, you give Victoria permission to debit your account as indicated below. This permission does not provide authorization for any unrelated debits or credits to your account. PLEASE COMPLETE THE INFORMATION BELOW:

I _____ authorize Victoria to immediately charge my credit account a date-hold deposit in the amount of \$_____ (half) of my total rental fee. Note: date-hold deposits are non-refundable.

This payment is for my event on (date) _____

Please note that the space rental fees balance will also be charged to this card thirty (30) days prior to your event.

If you would like to use an alternative payment method (check, additional credit card, cash) for the remaining space rental fees and balance please specify exact intent and instructions here.

Please note that if you choose to use an alternative form of payment, payment timeframe remains the same. If the alternative method of payment has not been received by the due date the original credit card will be charged.

Billing Address: _____ Billing Phone: _____

City, State, Zip: _____ Email: _____

Account Type: Visa MasterCard AMEX Discover

Cardholder Name: _____

Account Number: _____

Expiration Date: _____ (MM/YYYY)

CVV2 Number: _____ (3 digit number on back of Visa/MasterCard or 4 digits on front of AMEX)

I authorize Victoria to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the event described above. I certify that I am an authorized user of the credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

Signature: _____ Date: _____